Colchester Public Schools

Investigation Checklist for Bullying and Harassment Complaints

Before Investigation

- ☐ Collect all necessary Incident Report Forms
- ☐ Notify parents/caregivers that an investigation of an alleged act/acts of bullying has commenced (record date/time).
- ☐ Make a list of students involved and needed for an interview.
- ☐ Inform relevant staff of the developing situation and ask if any of them have any information and to provide a statement regarding any information.
- ☐ If necessary, request additional supervision of students during the period of investigation.
- ☐ Identify if the student has an IEP or 504 Plan.

During Investigation

- ☐ Interview all students separately.
- ☐ (Bullet on confidentiality to be added)
- ☐ Explain to students what retaliation is and what consequences there are. Be sure to provide a direct communication channel for students who feel they are being retaliated against.
- ☐ Ask students to complete the investigative report regarding what they know about the situation.
- ☐ Ask students the same initial set of questions; make notations of any unique follow-up questions and record answers.
- ☐ Ask open-ended, non-leading questions of students.
- ☐ Compare written statements to verbal statements made during the interview; note any similarities and differences.
- ☐ Keep findings confidential.
- ☐ Review any relevant security video.
- ☐ Inform Title IX Coordinator if it is believed the behavior may be sexual harassment (including sexual assault, dating violence, and/or stalking)

After Investigation

- ☐ Complete School Investigation Summary Form and notify an administrator of the results of the investigation
- ☐ Notify in writing not later than forty-eight hours after the completion of the investigation, and invite to a meeting, the parents or guardians of student(s) who committed verified acts of bullying to discuss interventions to prevent further acts of bullying
- ☐ Notify in writing not later than forty-eight hours after the completion of the investigation, and invite to a meeting, the parents or guardians of a student against whom such an act was directed to communicate the measures being taken by the school to ensure the safety of the student against whom such act was directed and policies and procedures in place to prevent further acts of bullying.
- ☐ Discuss consequences, if any, with the bully if confirmed.
- ☐ Document in PowerSchool.

- [ ] Create a support plan for both the targeted student and the student who committed an act of bullying, and communicate it to the involved student and appropriate staff.
- [ ] Send a copy of the investigation and all supporting documents to the District Climate Coordinator. Determine if interventions need to be addressed through a PPT or 504 meeting.

Remember, FERPA regulations prohibit the disclosure of any information contained within a student's school record to any non-parent or caregiver or without the expressed written permission of a parent or caregiver to do so.* ***Therefore, you may not inform the target or any other students of any specific disciplinary or support structures being given to a student for violating school or district policy.*